

~~CONFIDENTIAL~~~~SECURITY INFORMATION~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 8 February 1952

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - January 1952

The following report of activities of the Transportation Division during the month of January is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



223 local hauls in and around Washington

2. Que Building Motor Pool Operations:

953 total trips made
 43.3 average number of trips per day
 10,768 total miles operated
 489.4 average miles per day
 5.2 average number of cars in pool per day
 11.3 average miles per trip
 27.3 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
November	10,091	934	480.5
December	8,091	685	449.5
January	10,768	953	489.4

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 26,138 passengers, and average of 1188 per day.

3. Following is a report of the activities of the [] Garage: 25X1

During the month eight (8) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs	-	70
*Labor	- \$1,369.50	
Parts	- 882.93	
Repair Jobs Performed Outside	-	9
Labor	- \$ 173.50	
Parts	- 164.00	
Maintenance Work	-	109
*Labor	- \$1,701.75	
Parts	- 124.16	

*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars Washed	-	288
Cars Lubricated	-	149
Other Service Jobs	-	129

The total value of labor performed by the Mechanics in the garage during the month was \$3071.25, compared with their salaries of \$858.75, indicating a saving of \$2,212.50. The value of labor performed by the Mechanic's Helpers was \$1,428.35, compared with salaries of \$916.64, indicating a saving of \$511.71, an overall saving of \$2,724.21 for the month.

During the month the Transportation Division hauled 1,501 cases, total weight 218,965 pounds to the various ports and air terminals for export shipment.

25X1A

4. Fifty-two passenger cars operated 67,865 miles; thirty-three (33) trucks operated 38,474 miles; while six (6) buses operated 13,350 miles, a grand total of 119,689.

5. Volume of work and flow of personnel through the Shipping Branch of the Transportation Division was as follows:

Rail Reservations
Airline Reservations
S.S. Reservations
Hotel Reservations

Foreign Travelers
Domestic Travelers
Trans. Requests

25X1

25X1A